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Class Specifications
for the Class:

TEACHING ASSISTANT I

Duties Summary:

Assists in the education of students by planning the sequence of learning activities and the methods to be used in tutoring students to achieve pre-determined lesson goals and objectives; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for assisting in the education of students by planning an instructional segment covering several sequential activities because of the multiplicity of activities covered. Such work requires planning the sequence of learning activities and the methods to be used in developing students' skills and knowledge and in tutoring students in one or more academic subject areas. The work requires subject matter knowledge and the ability to assess student progress to determine the pace of activities and the necessity for modifying activities and methods. Goals and objectives (e.g., student requires help in learning fractions) or the students' Individual Education Program (IEP) are determined by the teacher/other professional who also discusses these guidelines with the Teaching Assistant, but positions in this class determine the sequence of activities and methods to achieve objectives from available resources, references, etc.

Positions in this class may also modify methods and activities and the sequence of such activities so that they are appropriate to the student(s) and his/her knowledge and level of understanding.

General supervision is provided by a professional educator who is readily available to discuss problems and concerns and to provide technical advice and assistance.

Examples of Duties:

Plans the sequence of learning activities and methods using the teacher's manual, textbook, other accepted reference and resource materials to achieve pre-determined goals and objectives; discusses plans with teacher and/or submits plans to teacher; prepares materials for lessons and activities; copies appropriate workbook exercises and/or prepares handouts; tutor student; assesses student's progress and determines need for review, remediation, progression, modification of activities or methods,

etc.; modifies activities and methods as necessary; communicates regularly with parents on students' progress; reports/regularly confers with teacher to keep teacher informed and to report on students' progress, activities/lessons planned/conducted, etc.; prepares simple tests and/or selects appropriate tests from textbooks, workbooks, etc., to assess students' progress; administers and scores tests; corrects students' homework assignments; observes and reports on students' overall well-being; encourages students to express their thoughts, feelings and frustrations, offers understanding and encouragement, discusses ways to deal with their feelings and problems and/or recognizes the need to seek assistance from professional staff; may participate in conferences with parents; may prepare reports; performs various clerical tasks such as filing, copying material, computing and recording grades, collecting money, maintaining bulletin boards, arranging for excursions and field trips, etc.; maintains order in the classroom and elsewhere; and assures the health and safety of students.

Knowledge and Abilities Required:

Knowledge of: Knowledge of relevant subject area and the activities, methods, techniques, and materials to achieve pre-determined educational goals and objectives in those areas; Standard English language communication skills in order to speak, read and write effectively; grammar; arithmetic, including addition, subtraction, multiplication and division; student/classroom management techniques; and common academic, social, behavioral and developmental problems of students.

Ability to: Plan the sequence of learning activities and select methods to achieve pre-determined goals and objectives; implement learning activities; assess students' progress and modify learning activities and methods as necessary; understand and follow oral and written instructions; develop rapport and speak and work effectively with students, teachers and others; recognize the need to seek technical advice and assistance; perform various clerical tasks and use duplicating and other office and classroom machines and equipment, prepare simple narrative and other reports.

This is an amendment to the class specification for the class TEACHING ASSISTANT I, approved on September 30, 1991.

DATE APPROVED: 11/19/91

/s/ Diana H. Kaapu
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Director of Personnel Services